


## Risk Assessment

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|--|--|--|--|-----------------|
| <b>Risk Assessment for the activity of</b> | <b>Southampton University Gospel Choir</b><br><i>For the activity of rehearsals, concerts and ordinary socials</i><br>Weekly Rehearsals on Tuesdays at 6:30pm-8:30pm |  | <b>Date</b>  | <b>21/08/25</b> |
| <b>Group Name</b>                          | <b>SUSU Gospel Choir</b>   | <b>Assessor</b>  | <b>Abigail Narh</b>  |                 |
| <b>Supervisor</b>                          | <b>Abigail Narh &amp; Oluwatofunmi Oyawoye</b>   | <b>Signed off</b><br> | N/A, please upload to groupshub for digital sign-off by SUSU Activities team |                 |

### PART A

| PART A                  |                        |   |                     |        |       |   |                     |        |       |   |
|-------------------------|------------------------|---|---------------------|--------|-------|---|---------------------|--------|-------|---|
| (1) Risk identification |                        |   | (2) Risk assessment |        |       |   | (3) Risk management |        |       |   |
| Hazard                  | Potential Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Inherent            |        |       | Control measures (use the risk hierarchy) | Residual            |        |       | Further controls (use the risk hierarchy) |
|                         |                        |   | Likelihood          | Impact | Score |   | Likelihood          | Impact | Score |   |
| Regular rehearsals      |                        |   |                     |        |       |   |                     |        |       |   |

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|---|---|---|----------|----------|----------|---|----------|----------|----------|---|
| <p><b>Fire and Insufficient fire safety awareness</b></p> | <p>Should fire alarm be triggered, people may not know where to go</p> <p>Crushing, smoke inhalation, falls, burns and more severe, reduced space within buildings and external walkways, fire exits may be obstructed.</p> <p>Build-up of flammable materials such as waste and cardboard boxes</p> <p>Risk of extreme harm.</p> | <p>All participants and organisers/staff and spectators, including members.</p> | <p>1</p> | <p>5</p> | <p>5</p> | <p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all participants the nearest emergency exit routes at the start of a session and the importance of leaving calmly in case of an emergency.</p> <p>Highlight to attendees at the start of the session emergency procedure in case of a fire.</p> <p>Avoid build-up of debris and rubbish in the activity area.</p> <p>Excess build up is to be removed quickly and deposited in the appropriate areas.</p> <p>Consider accessibility requirements, making sure that they work properly and can be used effectively in the case of a fire.</p> | <p>1</p> | <p>5</p> | <p>5</p> | <p>In case of an emergency, please pull the nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Call emergency services and University security (on campus) or venue staff (external venue)</p> <p>Emergency contact number for campus security which can be found at: +44 (0)23 8059 3311<br/>Ext: 23311</p> <p>Follow <a href="#">SUSU incident report policy</a></p> |
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|  |  |  |          |          |          |   |          |          |          |  |
|--|--|--|----------|----------|----------|---|----------|----------|----------|--|
| <b>Slips, trips and falls</b>                    | Physical injury  | Event organisers and attendees   | <b>2</b> | <b>3</b> | <b>6</b> | <p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p> | <b>1</b> | <b>3</b> | <b>3</b> | <p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Seek medical attention for SUSU reception/venue staff if necessary</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p> |
| <b>Manual handling, moving tables and chairs</b> | <p>Bruising or broken bones from tripping over table and chairs</p> <p>Dropping on and hitting others nearby</p> | Meeting organisers and attendees as well as those moving objects and those in the vicinity | <b>3</b> | <b>3</b> | <b>9</b> | <p>Make those involved aware of the potential risks, follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items – seek support from SUSU facilities/venue staff as required</p>  | <b>1</b> | <b>3</b> | <b>3</b> | <p>Seek assistance if in need of extra help from facilities/venue staff.</p> <p>Seek medical attention from SUSU Reception if in need.</p>   |

Version 2.0, 2019

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| Hazard                  | Potential Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Inherent            |        |       | Control measures (use the risk hierarchy)   | Residual            |        |       | Further controls (use the risk hierarchy)   |
|                         |                        |   | Likelihood          | Impact | Score |   | Likelihood          | Impact | Score |   |
|                         |                        |   |                     |        |       | Work in teams when handling other large and bulky items.<br><br>Request tools to support with move of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates.<br><br>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.<br><br>Ensure that everyone is spaced out as much as possible so that there is space for free movement |                     |        |       | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.<br><br>Follow <u>SUSU incident report policy</u> |

|   |   |   |   |   |   |  |   |   |   |   |
|---|---|---|---|---|---|--|---|---|---|---|
| <b>Dropping or hitting instruments</b>          | <ul style="list-style-type: none"> <li>• Damage to instruments</li> <li>• Injury to surrounding people</li> <li>• Damage to space being used</li> </ul>           | Those in the vicinity                             | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>• Make sure everyone is spaced out as much as possible so people can move around as much as possible</li> <li>• Larger instruments/instruments that move a lot (trombones) are given extra space</li> <li>• Instruments to be put in case or safely out of the way when not in use</li> <li>• Nothing to be kept on the floor unless essential</li> </ul> | 1 | 3 | 3 | <p>Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed</p> <ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |
| <b>Moving/setting up instruments and stands</b> | <ul style="list-style-type: none"> <li>• Back/muscle strain from lifting items that are too heavy</li> <li>• Trapping fingers in stands or other items</li> </ul> | Those setting up and members nearby or assisting. | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>• Any heavy items lifted by multiple people</li> <li>• Use lifts where possible for heavy items, where not possible extreme caution to be used and</li> </ul>   | 1 | 3 | 3 | <p>Committee to ensure tech team recruited/trained to move and set instruments</p>  |

|                             |   |                       |          |          |          |   |          |          |          |   |
|-----------------------------|---|-----------------------|----------|----------|----------|---|----------|----------|----------|---|
|                             | <ul style="list-style-type: none"><li>• Damaging equipment</li><li>• Dropping equipment on feet/another person</li><li>• Falling moving equipment on stairs</li></ul> |                       |          |          |          | <p>additional members should be on hand to assist</p> <ul style="list-style-type: none"><li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li><li>• Teach members how to correctly carry equipment and how to safely set up specific items and don't allow untrained members to assist</li><li>• Those carrying things be accompanied by someone able to clear a pathway open door</li><li>• Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made</li></ul> |          |          |          | <ul style="list-style-type: none"><li>• Seek medical attention from SUSU Reception/venue staff if in need</li><li>• Contact facilities team via SUSU reception/venue staff</li><li>• Contact emergency services if needed</li></ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |
| <b>Cables/wires in area</b> | <ul style="list-style-type: none"><li>• Tripping over wires and causing injury</li><li>• Pulling over equipment and causing it damage or further injury</li></ul>     | Those in the vicinity | <b>3</b> | <b>3</b> | <b>9</b> | <ul style="list-style-type: none"><li>• Any cables to be organised as best as possible and trailed away from walkways</li><li>• Cable ties/to be used if necessary</li><li>• Hazardous sections to be blocked off e.g. using chairs &amp; signage</li></ul>   | <b>1</b> | <b>3</b> | <b>3</b> | <ul style="list-style-type: none"><li>• Seek medical attention from SUSU Reception/venue staff if in need</li><li>• Contact facilities team via SUSU reception/venue staff</li></ul>  |



| <b>PART A</b>  |  |   |                            |               |              |  |                            |               |              |   |
|--|--|---|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b>                               |  |   | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>  | <b>Potential Consequences</b>  | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|  |  |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| <b>Unmonitored Speakers causing feedback/deafening noise</b> | <ul style="list-style-type: none"> <li>Hearing damage</li> <li>Disruption to unrelated activities/complaint</li> </ul> | Those in the vicinity and potentially members of the public in the building/nearby                          | 4                          | 3             | 12           | <ul style="list-style-type: none"> <li>Someone with relevant sound/tech training or know-how nearby to monitor levels</li> <li>Microphones/speakers turned off when not in use</li> <li>Volume kept low</li> </ul> | 2                          | 2             | 4            | <ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |



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| <b>(1) Risk identification</b>   |  |   | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>  | <b>Potential Consequences</b>                                    | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|  |  |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| <b>Consistent (intentional) loud noise</b>   | <ul style="list-style-type: none"> <li>Hearing damage</li> </ul> | Those regularly in the rehearsal  | 4                          | 3             | 12           | <ul style="list-style-type: none"> <li>Recommend earphones are used by affected members</li> <li>Position musicians appropriately so direct exposure is minimised</li> <li>Mutes/screens utilised if/where appropriate</li> <li>Avoid use of small confined spaces</li> </ul> | 3                          | 2             | 6            | <ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |
| <ul style="list-style-type: none"> <li><b>Concerts</b> (in addition to above)</li> </ul> |  |   |                            |               |              |   |                            |               |              |   |

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| <b>Hazard</b>                        | <b>Potential Consequences</b>   | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|                                      |   |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| <b>Transport of equipment/people</b> | <ul style="list-style-type: none"> <li>• Muscle strain/sprain loading equipment</li> <li>• Traffic accident resulting from equipment obstructing view</li> <li>• Injury resulting from unsecured equipment being transported</li> </ul> | Those loading or in any vehicle transporting  | 4                          | 4             | 16           | <ul style="list-style-type: none"> <li>• Any equipment being transported by vehicle being appropriately strapped down</li> <li>• Any equipment to not obscure any view that is legally required and driver to be comfortable, using a banksman where necessary</li> <li>• If using van/minibus, the driver to be appropriately trained and insured</li> <li>• Any heavy items to be carried by at least 2 people, or using trolley/lift etc where possible</li> </ul> | 2                          | 2             | 4            | <ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |

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| <b>Hazard</b>   | <b>Potential Consequences</b>   | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|   |   |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| <b>Unfamiliar space – steps and raised flooring</b>                                   | <ul style="list-style-type: none"> <li>Trips and falls causing injury.</li> </ul> | Performers/anyone new to the space  | 4                          | 3             | 12           | <ul style="list-style-type: none"> <li>All members to be shown the space before starting and steps to be pointed out, with players positioned so they are unlikely to fall</li> <li>If any raised areas/steps are not clearly marked, make venue caretaker aware and mark out where possible</li> </ul> | 2                          | 3             | 6            | <ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |
| <ul style="list-style-type: none"> <li><b>Busking/Outdoor Performances</b></li> </ul> |   |   |                            |               |              |   |                            |               |              |   |

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| <b>Hazard</b>                  | <b>Potential Consequences</b>   | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|                                |   |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| <b>Adverse weather</b>         | Instruments being damaged<br>Electrical equipment being damaged or causing shock<br>Slips and falls<br>Burns<br>Illness (heatstroke etc)<br>Hypo- or hyperthermia<br>Injury | All involved  | 3                          | 4             | 12           | In severe weather (amber or red alert) no event to go forward<br>If only light rain/or area wet for an outdoor event, only acoustic performances to go ahead if at all if an uncovered space<br><br>Ensure that water is taken to hydrate<br><br>Regular breaks in the shade in the case of hot weather/inside in case of cold<br><br>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media, posts, email invites.<br><br>In the case of hot weather organisers to advise participants to bring/wear appropriate level sunscreen, and to hydrate. | 1                          | 4             | 4            | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date. |

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|                                |   |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| <b>Unattended items</b>        | <ul style="list-style-type: none"> <li>Theft</li> </ul> | All involved  | 5                          | 3             | 15           | <ul style="list-style-type: none"> <li>No items to be left out of sight</li> <li>Valuable items to be kept on members/within reach</li> <li>Prioritise own safety- if threatened give up items</li> </ul> | 2                          | 1             | 2            | <ul style="list-style-type: none"> <li>In the event of theft committee members will:</li> <li>Highlight the incident to any community police officers in the area/report to 111</li> <li>Complete a SUSU incident report</li> </ul> |
| <b>Socials</b>                 |   |   |                            |               |              |   |                            |               |              |   |

|                              |   |                                       |          |          |           |  |          |          |          |   |
|------------------------------|---|---------------------------------------|----------|----------|-----------|--|----------|----------|----------|---|
| <b>Events involving Food</b> | <p>Allergies</p> <p>Food poisoning</p> <p>Choking</p> | <p>All including those not eating</p> | <p>3</p> | <p>5</p> | <p>15</p> | <p>Individual event risk assessment to be carried out for events where members are serving or making their own food</p> <p>Homemade items are only to be made by those with level 2 food hygiene training</p> <p>All allergen information should be made fully available to participants before and during the event</p> <p>Only order/buy food at establishments with appropriate food hygiene (EHO) rating.</p> <p>Food to only be provided/eaten when other activities are stopped.</p> <p>Follow good food hygiene practices – no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.</p> <p>For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.</p> | <p>1</p> | <p>5</p> | <p>5</p> | <p>SUSU Food Hygiene Level 2 course available for completion – requests made through form on SharePoint page.</p> <p>Call for first aid/emergency services if required.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |
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|                                |   |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| <b>Games/activities</b>        | <ul style="list-style-type: none"> <li>- Muscle strains sprains</li> <li>- Trips falls</li> <li>- concussion</li> </ul> | Those participating   | 4                          | 4             | 16           | <ul style="list-style-type: none"> <li>• Warm ups to be given before strenuous activity</li> <li>• Space to be cleared of obstacles and hazards</li> <li>• Space to be large enough for members to be spread out</li> <li>• Space to be made out of the way for a rest/not participating area so that people can safely disengage from the activity</li> </ul> | 2                          | 2             | 4            | <ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p> |

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|-----------------------|--|---|----------|----------|-----------|--|----------|----------|----------|---|
| <b>Travel by foot</b> | Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury | Event organisers, event attendees, member of the public | <b>4</b> | <b>3</b> | <b>12</b> | <p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling into the road.</p> <p>Anybody in the group who is unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or Radio Taxis).</p> | <b>2</b> | <b>3</b> | <b>6</b> | <p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</p> <p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer has been informed.</p> <p>Follow <a href="#">SUSU incident report policy</a></p> |
|-----------------------|--|---|----------|----------|-----------|--|----------|----------|----------|---|



| PART A  |   |   |                     |        |       |   |                     |        |       |   |
|---|---|---|---------------------|--------|-------|---|---------------------|--------|-------|---|
| (1) Risk identification                                       |   |   | (2) Risk assessment |        |       |   | (3) Risk management |        |       |   |
| Hazard  | Potential Consequences  | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Inherent            |        |       | Control measures (use the risk hierarchy)   | Residual            |        |       | Further controls (use the risk hierarchy)   |
|   |   |   | Likelihood          | Impact | Score |   | Likelihood          | Impact | Score |   |
|   |   |   |                     |        |       | Be considerate of other pedestrians & road users, keep disturbance & noise down.  |                     |        |       |   |
| Travel by car, train, bus, plane when leaving the local area. | Vehicle collision – causing anything from minor to severe injuries, are well as mental health issues. | Members, those driving, members of the public.  | 2                   | 5      | 10    | Group committee to check that drivers have the relevant licenses and insurance for the mode of travel. This includes if they have completely a SUSU minibus test.<br><br>Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputation issues, especially if driving SUSU branded vehicles.<br><br>Importance of this to be reminded. | 1                   | 5      | 5     | Contact emergency services as required 111/999.<br>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.<br><br>Follow <a href="#">SUSU incident report policy</a> |

| <b>PART A</b>  |  |   |                            |               |              |   |                            |               |              |  |
|--|--|---|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b>   |  |   | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>  | <b>Potential Consequences</b>  | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|  |  |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| <b>Members getting lost or separated. Members leaving an event/activity alone or without notifying others.</b> | During the event participants may decide they want to leave, or they may get lost on the way | Event organisers, event attendees   | 3                          | 3             | 9            | <p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety</p> <p>Follow <a href="#">SUSU incident report policy</a></p> <p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</p> | 2                          | 2             | 4            | <p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p> |

| <b>PART A</b>                  |   |   |                            |               |              |   |                            |               |              |  |
|--------------------------------|---|---|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b> |   |   | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                  | <b>Potential Consequences</b>   | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|                                |   |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| <b>Medical Emergency</b>       | Members may sustain injury/become unwell<br><br>Pre-existing medical conditions<br><br>Sickness<br><br>Distress | Members   | <b>1</b>                   | <b>5</b>      | <b>5</b>     | Advise participants; to bring their personal medication.<br><br>Members/committee to carry out first aid if necessary and only if qualified and confident to do so.<br><br>Contact emergency services as required 111/999.<br><br>Contact SUSU Reception/Venue staff for first aid support. | <b>1</b>                   | <b>4</b>      | <b>4</b>     | Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.<br>Follow <a href="#">SUSU incident report policy</a> |

**PART B – Action Plan****Risk Assessment Action Plan**

| <b>Part no.</b> | <b>Action to be taken, incl. Cost</b> | <b>By whom</b> | <b>Target date</b> | <b>Review date</b> | <b>Outcome at review date</b> |
|-----------------|---------------------------------------|----------------|--------------------|--------------------|-------------------------------|
|-----------------|---------------------------------------|----------------|--------------------|--------------------|-------------------------------|

|   |   |  |                                 |        |  |
|---|---|--|---------------------------------|--------|--|
| 1 | <p>Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:</p> <ul style="list-style-type: none"> <li>• Tours</li> <li>• High risk socials</li> <li>• Tech heavy events</li> </ul> <p>Events involving home-cooked/prepared food or external catering</p> <ul style="list-style-type: none"> <li>• Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...</li> </ul> | Relevant committee members – president to ensure complete. | Immediately as situation arises | Jul 26 |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | Immediately as situation arises | Jul 26 |  |
| 3 | <p>Seek medical attention from SUSU reception or venue staff if necessary</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p>   | Oluwatofunmi Oyawoye                                       | Immediately as situation arises | Jul 26 |  |
| 4 | <p>Seek assistance from SUSU reception or venue staff if necessary</p> <p>Seek medical attention from SUSU/emergency services</p>   | Oluwatofunmi Oyawoye                                       | Immediately as situation arises | Jul 26 |  |



|   |   |                      |                                 |        |  |
|---|---|----------------------|---------------------------------|--------|--|
|   | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.  |                      |                                 |        |  |
| 5 | <p>Seek assistance from SUSU reception or venue staff if necessary</p> <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 6 | <p>Seek assistance from SUSU reception or venue staff if necessary</p> <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 7 | <p>Seek assistance from SUSU reception or venue staff if necessary</p> <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have</p>  | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |

|   |   |                      |                                 |        |  |
|---|---|----------------------|---------------------------------|--------|--|
|   | been informed. Follow SUSU incident report policy.  |                      |                                 |        |  |
| 8 | <p>Seek assistance from SUSU reception or venue staff if necessary</p> <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 9 | <p>Seek assistance from SUSU reception or venue staff if necessary</p> <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
|   | <p>Seek assistance from SUSU reception or venue staff if necessary</p> <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |

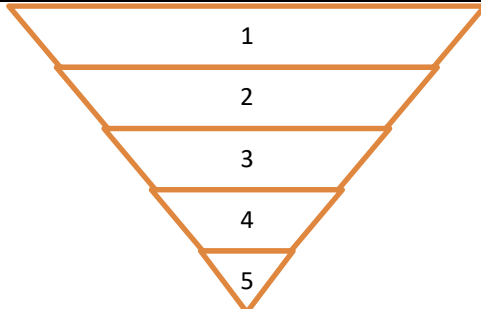
|    |   |                      |                                 |        |  |
|----|---|----------------------|---------------------------------|--------|--|
| 11 | <p>Request support and advice from SUSU IT/tech teams through the activities team</p> <p>For external venues equipment should be checked in advance as well as last PAT testing dates</p> <p>Seek medical attention if necessary</p> <p>Postpone event if weather is too bad to proceed</p> <p>Consider ending the event early if weather progressively worsens</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 12 | <p>In the event of theft, committee members will:</p> <ul style="list-style-type: none"> <li>- Highlight and raise the incident to community police officers and make SUSU security aware/report to 111</li> </ul>  | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 13 | <p>SUSU provides level 2 food hygiene courses for those wanting to prepare food from home to distribute to ensure conditions are proper – requests made to the activities team and training sent out and completed</p> <p>Call for first aid / emergency services where required</p> <p>Report incidents via SUSU incident report procedure</p>                     | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 14 | <p>Seek assistance from SUSU reception or venue staff if necessary</p>  | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |

|    |  |                      |                                 |        |  |
|----|--|----------------------|---------------------------------|--------|--|
|    | <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> |                      |                                 |        |  |
| 15 | <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 16 | <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |
| 17 | <p>Seek medical attention from SUSU/emergency services</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy.</p> | Oluwatofunmi Oyawoye | Immediately as situation arises | Jul 26 |  |



|   |   |                      |   |        |  |
|---|---|----------------------|---|--------|--|
| 18  | <p>Call emergency services 999</p> <p>Event organisers to call university security if necessary</p> <p>Emergency contact number for campus security:<br/>Tel: +44 (0)23 8059 3311<br/>Ext: 3311</p> | Oluwatofunmi Oyawoye | Immediately as situation arises   | Jul 26 |  |
| <p>Responsible committee member signature: (committee member signatures/name)</p>  <p>Print name: ABIGAIL NARH</p> |   |                      | <p>Responsible committee member signature: (second committee member signature/name)</p>  <p>Print name: Oluwatofunmi Oyawoye</p> |        |  |
| <p>Date: 21/08/25</p>   |   |                      | <p>Date: 21/08/25</p>   |        |  |

## Assessment Guidance

|                        |   |  |   |
|------------------------|---|--|---|
| 1. Eliminate           | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why       |  |
| 2. Substitute          | Replace the hazard with one less hazardous                                      | If not possible then explain why               |   |
| 3. Physical controls   | Examples: enclosure, fume cupboard, glove box                                   | Likely to still require admin controls as well |   |
| 4. Admin controls      | Examples: training, supervision, signage  |  |   |
| 5. Personal protection | Examples: respirators, safety specs, gloves                                     | Last resort as it only protects the individual |   |

|            |        |   |    |    |    |    |
|------------|--------|---|----|----|----|----|
| LIKELIHOOD | 5      | 5 | 10 | 15 | 20 | 25 |
|            | 4      | 4 | 8  | 12 | 16 | 20 |
|            | 3      | 3 | 6  | 9  | 12 | 15 |
|            | 2      | 2 | 4  | 6  | 8  | 10 |
|            | 1      | 1 | 2  | 3  | 4  | 5  |
|            | 1      | 2 | 3  | 4  | 5  |    |
|            | IMPACT |   |    |    |    |    |

### Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

| Impact |                                | Health & Safety   |
|--------|--------------------------------|---|
| 1      | Trivial - insignificant        | Very minor injuries e.g. slight bruising  |
| 2      | Minor                          | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3      | Moderate                       | Injuries or illness e.g. strain or sprain requiring first aid or medical support.                                 |
| 4      | Major                          | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.              |
| 5      | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.       |

| Likelihood |  |
|------------|--|
| 1          | Rare e.g. 1 in 100,000 chance or higher    |
| 2          | Unlikely e.g. 1 in 10,000 chance or higher |
| 3          | Possible e.g. 1 in 1,000 chance or higher  |
| 4          | Likely e.g. 1 in 100 chance or higher      |
| 5          | Very Likely e.g. 1 in 10 chance or higher  |